



# PGCEA Unit I Members Extended Duty Day Compensation

This form should be used to report late time which was not entered on the OTL Timecards as "Extended Duty PM Pay" hours type.

## **Instructions**

The document is designed to submit time for one pay period for PGCEA Unit I members for overnight event duty.

1. Fill in the Pay Period Ending Date and School/Office name at top of form.
2. Fill in the name(s) and EIN(s) of the Unit 1 doing the overnight work
3. Provide the # of nights worked (maximum of 2 days)
4. Provide the date(s) that the extended duty was provided for in the column designated for this information.
5. Time Approvers must review and approve the assignments covered, the dates of the coverage and the hours worked.
6. The document must be kept along with other payroll documents for the pay period and held for period of 5 years.
7. The contract language states:

### **L. EXTENDED DUTY DAY COMPENSATION**

**1. Unit I members assigned and completing overnight activities with students at Camp Schmidt, and Hard Bargain Farm shall be paid two hundred dollars per night in additional compensation, up to a maximum of two nights, if the assignment is not a part of the member's regularly assigned duties for the position as noted in the position description.**